

TOWN OF FOXBOROUGH
ADVISORY COMMITTEE
MINUTES
DATE 3/5/2014

Committee Members Present: Paul DeFazio, Larry Thomas, Kevin Powers, Larry Stern, Thom Freeman, Sue Dring, Cal Calnan, Patrick Mosesso, John Chlebek

Members Absent: Tracey Metivier, Heidi Krockta, Jeff Anderson

Others Present: Ginny Coppola, Randy Scollins, Dick Heydecker, Gary Whitehouse, Lorraine Brue, Steve Udden

Notes taken by: Kristin Meehan Papianou

The meeting was brought to order at 7:00PM by Paul DeFazio, Chairman. Randy is going to answer CIP questions as well as questions on any articles that he can answer. After that, Ad Comm will plan upcoming meetings and who they want to have in to answer questions.

7:05PM – CIP, Randy Scollins – Randy handed out a list of all funding requests. He discussed the ranking process. The CIP meeting is on Saturday at the Community Meeting Room at the Library and it's an open meeting.

First item being put forward is for the IT team to relocate the fiber network hub at the Town Hall to the High School. It was placed at Town Hall six years ago. Discussion of the uses of the fiber network (phone systems, security cameras). It will cost about \$88,000 to move it. Discussion of savings from the phone project (approximately \$50,000 a year that we won't be paying to Verizon).

Larry Stern asked Randy to talk about where the money for this comes from. Randy said we don't borrow for these projects. For example, all of the capital under water and sewer comes from rates. Discussion about water and sewer, projects and expenses. Another example was roads, which is coming from Chapter 90 State Aid and meals tax money. There's a request of about \$300,000 for fire. Randy said we've been able to fund all of their capital equipment through ambulance receipts so far. That covers replacement of ambulances and also funds over a half million dollars of the operating budget. Randy said that everything else would come from free cash. Larry Stern asked what percentage of free cash this represents. Randy advised it is 25%, we have \$6M in free cash.

Paul DeFazio asked if the vote for the CIP is a line by line vote. Larry Thomas clarified that, at the end, you have a vote for the whole thing. Paul asked for clarification about the million dollar rehab of the water tank. Randy advised that the tank is in serious need of rehabilitation and it hasn't seen maintenance in at least 20 years. It's a crucial part of our water system. Randy didn't have more

information about what goes into the rehab, but Thom Freeman can ask that on behalf of Ad Comm on Saturday at the CIP meeting. Additional discussion of the process on Saturday.

Paul said that he hopes that some of the committees that never ask for much don't get pushed below the line by the larger departments. Randy said it's a thoughtful process and really good discussion happens. Lorraine Brue asked about the conservation repair figure. Randy said it only covers the property at 89 North Street. Discussion of the conservation maintenance revolving fund.

Concerns expressed about the time that Ad Comm has to investigate and understand the CIP requests. Discussion of the timing of the CIP and the review process. Discussion about the Historical Commission CIP request. Paul read from the 1/29/14 minutes regarding the Historical Commission presentation and Randy clarified that some of their funding request will come from a grant. Kevin Powers discussed the Historical Commission requests and the timing of them.

Discussion of a lease for Town Hall and the CIP request associated with that. Randy also discussed the \$206,000 requested by fire which is the final payment for the breathing apparatus that had to be updated. They are also requesting the replacement of the command vehicle and thermal image cameras, central dispatch, and a sub-station. The building commissioner and animal control are also asking for new vehicles.

Randy discussed the school request for continuation of their computer replacement program, upgrade to the network (from 1G to 10G), copiers, and the wireless infrastructure for the middle school. Randy then discussed Highway Department which always has a long list of equipment that needs to be updated. Council on Aging is looking for a backup power generator (estimate is about \$52,000). Discussion of whether this creates redundancy with the Taylor School which is already designated as a place to go should the town lose power.

8:00PM Additional CIP discussion. Randy discussed water system improvements and rehab. Including the Mechanic Street water improvement project which would address the black water issues in that area of town. They are also requesting an additional vehicle for the water superintendent. Additional discussion of roads and the Chapter 90 money. Thom Freeman asked about the Fiscal 2015 receipts. Randy advised that the estimate for Fiscal 2015 is about \$800,000 (\$600,000 of that to go to OPEB with the balance to the roads).

John Chlebek asked about the North Street rental property and costs associated with that: maintenance, insurance, etc. Randy said that hasn't been quantified. The building is covered under the Town's general liability insurance policy. Additional discussion of the property, the condition it's in and future options / possibilities. Also discussed the requests for vehicles and whether money can be redistributed after it's approved as part of the CIP. Discussion of how the CIP is voted (by department).

8:20PM – Randy discussed specific articles starting with Article 12 FY 14 Budget Adjustments. He handed out a sheet for Inspection: Salaries. Budget adjustment from \$286,000 to \$366,000 (\$80,000 increase) to

cover part time inspector fees. Some of this will come from the unemployment budget of which we've only used about \$15,000. If the money goes unused, then it drops out to free cash.

Randy advised that we also have an unpaid bill from a prior year. We can't pay a bill from a prior year with current fiscal year funds, so it has to be approved at town meeting and it requires a 9/10th vote. This is a bill from sturdy Memorial Hospital associated with two routine random drug screenings on town employees.

Discussion of the police and fire apparatus fund – a revolving fund that is used to either pay for repairs and maintenance of the vehicles or partial replacement of a vehicle. Discussion of the conservation rental income revolving fund. This is the second year of this fund and it's capped at \$18,000. This year they won't clear the capped figure to spend on the building. Next year they will so they set the limit to \$24,000 for the revolving fund next year.

Article 15, Expend Highway funds. This article authorizes the Town Manager to spend the Chapter 90 moneys without further appropriations.

Randy then discussed OPEB and the number has dropped dramatically to \$30.9M from \$51M a couple of years ago. The drop is due to the funding schedule that was adopted over the last four years as well as the health plan redesign that resulted in savings. The third factor was the Board's decision to have the premium percentage for retirees to be the same for everyone (post 65 years old and pre 65 years old at retirement). We're now within about \$750,000 of the ARC (annual required contribution). Discussion of why this is important to the financial health of the Town.

8:50PM Kevin Powers left the meeting.

Paul DeFazio asked if we're closer to a fire contract. Randy said we aren't. Discussion of whether they are likely to make the deadline. Paul thanked Randy for his time. Randy left the meeting. Paul told Ad Comm that he wanted us to have some time to talk through the CIP and let Thom know what their concerns are before he attends the meeting on Ad Comm's behalf this weekend.

Thom said that he's already got a bunch of questions that he's identified as well. Paul suggested that we just work through the CIP line by line.

Line 1 Informational Fiber system – Ad Comm agreed that it's got to be done and the high school is a logical place for it to go. No issue raised by Ad Comm on this.

Line 2 Conservation – Ad Comm is unclear on the actual condition of the building and how much work it requires. Ad Comm suggested this one is a very low priority item.

Line 3 Municipal Building Town Hall Furniture and Fixtures – this is an estimate for the cost to furnish a leased space. Discussion of what happens if we don't appropriate this money, and then they do lease,

then where is this money going to come from? Ad Comm agreed that this should go to the bottom of the list because there are other things on this list which are due more attention.

Line 4 – Fire Department

(1) Everyone was ok with this one.

(2) Command vehicle – this is a third vehicle. How many do we need? This item is ok in the middle of the priorities per Ad Comm discussion.

(3) Thermal Imaging Cameras: Questions include why do we need three of them? Why not one at a time? Is there value to the one that is being replaced? Ad Comm agreed they would put this toward the middle priority.

(4) Substation – this is just a place holder

Line 5 – central dispatch power phones. Larry Stern as liaison to Police and Fire said that he's inclined to have faith in their requests. Ad Comm suggested that this is a high priority.

Line 6 - Inspection Replacement vehicle: only 50,000 miles on it. Ad Comm is prioritizing this very low.

Line 7 – Animal Control Replacement vehicle: over 100,000 miles on it. Ad Comm is prioritizing this low as well.

Line 8 – School Department

(1) Computer / software /printer upgrades and replacement: Ad Comm is ok with this

(2) 2 School buses: Ad comm discussed that this is an annual expense

(3) Network switch upgrade: Ad comm discussed that this is underway, it must proceed

(4) 4 copiers: Ad comm ok

(5) Wireless infrastructure: Ongoing, ok

(6) Tech Ed Shop Equipment (this is coming off the list per Randy) low priority

Line 9 – Highway Department, five pieces of equipment listed. Ad Comm thinks that all but the asphalt schedule should be low. Thom to ask for more information.

Line 10 – Council on Aging, backup generator. Ad Comm said that we need clarification on this because a lot of money went into the Taylor School already for emergency preparedness. This is redundant, low priority.

Line 11 – Historical Commission. Ad Comm members suggest that this is high priority particularly since they are looking at a large grant toward the cost.

Line 12 – Water Enterprise Fund Requests: Thom to ask questions about how many miles are on his current Ford Escape, how old it is, etc. Also to ask for the cost of a new tank vs. refurbishing.

Line 13 – Sewer Enterprise Fund – no issues for Ad Comm.

Line 14 – Highway Improvements Fund – no issues for Ad Comm.

Paul asked what groups the Ad Comm wants to have in over the next couple of weeks. Larry Thomas suggested getting the Planning Board in. Sue advised that they are meeting with Sharon on Monday. Paul said he'd ask the Planning Board to come in next week.

Paul also said that the Gillette Group is going to want to come in as well. The transfer of the license from the Dana Farber building was approved last night, but there isn't any clarity around what is going to be on the warrant yet.

Paul discussed minutes from 2/26/14. No issues were raised by Ad Comm.

Motion to accept the minutes of 2/26/14 by Larry Thomas. Seconded by Sue Dring.

Vote: 8-0-0

10:00PM Motion to Adjourn by Larry Thomas. Seconded by Cal Calnan.

Vote: 8-0-0

Minutes approved by Vote of the Advisory Committee.

Date of Meeting:

Vote:

Signature of Chairperson

Signature of Secretary